



SCHOOL of EXCELLENCE
in EDUCATION

Board of Directors Regular Meeting
Tuesday, July 23, 2013 at 6:00pm
1826 Basse Road, San Antonio, Texas 78213
(Location 2nd Floor)

Meetings

1. OPENING PRAYER

- A. Board President called the meeting to order at 6:15pm. Dr. Matthews opened the board meeting in prayer.

2. MEETING CALLED TO ORDER

- A. Pledge of Allegiance & “Our Creed”

- B. Roll Call, Establishment of Quorum

- i. Board President did roll call and members present were Mr. Martinez, Dr. Gooding (Board Vice President), Mr. Martinez, Mrs. Washington (Board Secretary), and Dr. Matthews, Superintendent all present.
- ii. Mr. Phillips absent.

The following were also in attendance:

- | | |
|--------------------|-----------------------|
| 1. Sheilda Madkins | 5. Teresa Johnson |
| 2. Karl E. Knox | 6. Carla Walker |
| 3. Louis Cisnero | 7. April Short |
| 4. Tami Cavanaugh | 8. Darcelle McDougald |

3. ACKNOWLEDGE OF VISITORS TO BE HEARD

4. FINANCIAL REPORT – Mr. Knox

- A. Monthly Financial Report

- i. General Fund/Food Service Revenue \$817,000
- ii. Other Revenue \$18,000 due to the sale of buses
- iii. District Revenue Totals \$959,000
- iv. Total – General Fund \$728,000
1. Grant Funds Expenditures \$121,000
- v. Increase (Decrease) to Fund Balance Before Depreciation \$230,000
1. Depreciation \$36,000
- vi. Increase (Decrease) to Fund Balance After Depreciation \$194,000
1. Mr. Knox noted that the district should flip positive at the end of July.

- B. Cash Flow Report

- i. Receipts
1. Total Receipts \$1,042,000
2. Total Deposits \$1,164,000
- ii. Disbursements/Transfers-Out
1. Total Expenditures \$1,031,000
- iii. Net Change in Cash \$132,866



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- iv. Beginning Cash Balance in Bank \$1,223,000
- v. Ending 'General Operating' Cash Balance in bank \$1,356,000
- vi. Total 'Other Accounts' Balances (Food Svc/Debit Card/TIF Accounts) \$767,000
- vii. Total Cash & Investments \$2,203,000

C. 2013-2014 District Budget

- i. Mr. Knox explained that they are basing the 2013-2014 Budget on the enrollment of 1332 students at 96 percent attendance, leaving to use 1273 total projected students.
 - 1. Total Revenue \$11,578,000
- ii. With no increase of salaries they are projecting a total expenditures \$11,571,000.
- iii. The budget will have a \$7,000 balance to the budget.
 - 1. Mr. Knox re-iterated that based on the student numbers, the district did not have enough to give a salary increase.
- iv. Dr. Matthews explained that the district has come back with 1,100 students with the two of the campuses. He noted that the numbers would be better for the upcoming school year.
 - 1. They are already looking at where to get more teachers, and looking at campuses that are low in enrollment and transfer teachers.
- v. Mr. Knox explained that the Grants will be \$981,000.
- vi. Adjustment made to the Fund 240

5. GOVERNANCE – Dr. Matthews

A. Discussion of the Texas House Bill 773

- i. Ms. Johnson explained that every classroom will be required to have a state and US flag and recite the pledge, and a moment of silence. Effective June 2013 and the state mandated that the district provided policy and vote that the district will do it, which they already do.

B. Discussion of the Campus Improvement Plan and District Improvement Plan Calendar for the 2013-2014 School Year

- i. Dr. Matthews noted they would meet about the DIP on August 8th and will present to the board at the August board meeting.
 - 1. The CIP are scheduled checkpoints that Ms. Darden and Mrs. Madkins are working on.
 - 2. It's the district's checkpoints along the way.
- ii. Mrs. Madkins explained that in order for our district to be academically sound, they must let student performance data drive all their decisions.
 - 1. What we teach, how we teach, and how we measure if the students received the information in order to know they are making the right decisions as far as assessments.
- iii. In order to stay true to what we say we are going to do, Mrs. Madkins noted that they will follow the Campus Improvement Plan and District Improvement Plan.
 - 1. They can test all day and evaluate the plans to say whether or not they need to change or stay the same.
- iv. Mrs. Madkins explained that the dates provided note when they will go back to evaluate the CIP and DIP. All dates for the simulation are strategically placed to monitor properly.



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- v. Board Secretary congratulated the team noting that she sees the new vision and the new direction.
- C. Discussion to have Garza/Gonzales & Associates as auditors for the 2012-2013 Fiscal Year**
- i. Dr. Matthews explained that they brought a committee to review the bids they had placed out for 30 days. The committee went through the scoring and explained that one team that was close was out of Houston; however, they wanted to confer only by internet. The team did not feel that would be the best for the district, and voted for Garza/Gonzales to conduct the audit for the 2012-13 school year.
 - ii. Board Secretary asked if it was the same price, which Dr. Matthews noted that with the help of Tami Cavanaugh (the board approved her position in May), she has updated our check registered and it is up to date.
 - 1. When the auditors come in, we will be up to date, and they will spend less time on our audit. The district paid twice that much last year, so Mr. Knox and Ms. Cavanaugh have saved money and time.
 - iii. Mr. Gonzales noted that they planned to stick to the estimated time as noted on the quote. If all items are ready, then their goal is to come in and present the report to the board without spending a lot of time.
 - iv. Dr. Matthews also acknowledged Dr. Clifford who stayed on top of it to ensure we were on time with everything that was needed for the audit.
- D. Discussion of the Substitute Pay Scale for the 2013-2014 School Year**
- i. Ms. Short explained that these were pay increase for the Substitute Teachers and Auxiliary substitute positions.
 - 1. Asking for a \$5 increase from last year in each category (Ex. \$65 to \$70) in order to get better qualified applicants.
 - 2. We had a problem with bringing people in because the pay was too low.
 - 3. Also, due to the layoff of Custodians, Food Service, Nurse Assistant, etc. the district is asking for \$65 to bring in people to assist when staff members are absent.
 - ii. Dr. Gooding asked what the district was doing to increase the pool of Substitute Teachers and are the calls being made now, which Ms. Short explained they do have applications now they are reviewing.
 - 1. Ms. Short has been interviewing those, and they have brought on five people so far.
 - iii. Board Secretary asked about the call alert system, which Ms. Short noted they do have a system. She explained that it is called ASEOP, which the district has put in place for several years.
 - iv. Dr. Matthews added that he is going to have Ms. Short attend and setup some recruitment efforts.
 - 1. Board Secretary asked about getting with different colleges, which Ms. Short explained they are partnered with Region 20, Teachers-Teachers, and Texas Teachers.
 - v. Mr. Martinez noted that Highly Qualified staff and Teachers will need to be paid more, which Ms. Short agreed and noted that Substitutes are getting paid more in the ISDs.
 - 1. Ms. Short explains that because SEE is a smaller district that is the need for the pay.



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2. Dr. Matthews explained they can place HQ Teachers on the salary scale when they are needed in the classroom. Moving them from \$90 to a salary as it relates to the salary scale. You are then hiring them on full-time.
3. Board President noted that this is a management decision and they have a system in place, and asked the board to move forward.

E. Discussion of the 2013-2014 restructured Organizational Chart and its alignment to the Compensation Plan

- i. Dr. Matthews went over the organization chart and the Exempt/Non-Exempt Compensation Plans. They have been instructed to freeze the salaries and those moving into new positions.
 1. In the future if enrollment increases, then later they can go back to unfreeze the salaries to increase pay for those positions.
- ii. Dr. Matthews noted that the first line (Level I) will be his 'Cabinet' of six people he will be meeting with based off the Strategic Plan. They will meet twice a month and meet the first and third Mondays.
 1. This will allow the team to be out in the field more often.
 2. Board Secretary asked if they will communicate through e-mails, which Dr. Matthews agreed explaining that the leaders will meet with their teams to transmit the information that he gives them.
- iii. Dr. Matthews noted that the organizational chart reflects the compensation plan.
- iv. Mr. Martinez explained that the Director of Finance usually has more responsibilities than just Finance. Dr. Matthews explained that he did not load a lot on Mr. Knox due to his function is to focus on the money.
 1. Mr. Martinez noted that he only has two key personnel, which Dr. Matthews explained that although Mr. Knox spends his time with the Assist. Director, he still has to monitor those other positions under him.
- v. Board President was asking where Mr. Martinez was going with the links because the positions are linked to Mr. Knox.
 1. Mr. Martinez explained that all other areas are linked to Mr. Knox such as Food Service, Transportation, Maintenance, etc.
 2. Board President noted that there does not need to link with everyone due to financial reasons, which Board Secretary agreed noting that Mr. Knox would be linked to everyone and over everything.
- vi. Mr. Martinez noted that right now he has only two people, which Board President noted that he reads the chart showing that they are all under Finance.
- vii. Mr. Martinez asked how is Finance is to request anything for instance a new bus, which Board Secretary explained that they have people in place to make sure the right questions before the purchase.
 1. Dr. Matthews added that he understands that Mr. Knox should know certain departments throughout the district as he has had to learn.

F. Discussion of the Agreement between Walsh, Anderson, Gallegos, Green, and Trevino, P.C. Attorneys at Law Legal Services and the School of Excellence in Education

- i. Dr. Matthews let the board know they went back to find out what they could do to save the district money for their services.



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- ii. Dr. Matthews gave an example that this year the district had no EEOC claims for the first time, which was due to the work of Ms. Short (HR). With claims like these it usually calls for legal services.
- iii. Walsh/Anderson explained they can cut the cost from \$92,000 to \$46,000. For the 2013-14 they have budgeted \$46,000 in attorney fees, which is six months of services.
 - 1. If SEE does not contact them, then they still owe them \$46,000.
- iv. If they go hourly, then the district will have to monitor where they are each month so as not to go over in time and funds.
- v. Board President asked if it was worth it to go so low, which Dr. Matthews felt that it was and if a legal case was to come up; then he would bring it back to the board for approval.
 - 1. Board President noted that in five years we have paid in several lawsuits, but by having one great year, we are dropping the cost. He feels they need to take a hard look before making that change.
- vi. Mr. Knox explained that they gave a fix cost because of the HR claims they were not aware of bringing Payroll in-house.
 - 1. When speaking to the firm during the budget process, he asked about reducing the cost. They explained that with the six months they have unlimited access, which they have done with several ISDs.
 - 2. They are working on the same deal with Charter schools they are working on, and they wanted to put the district on this plan to see where it goes. It covers everything, but litigation.
 - 3. However, if do not sign, then they stretch the cost when dealing with the firm.
 - 4. They can sign the current agreement for six months, and if they have an increase in enrollment, then they can sign for a longer period of time.

6. CONSIDERATION OF ACTION ITEMS

- A.** Consideration and take possible action to approve the 2013-2014 District Budget
 - i. Board Secretary made a motion to approve the 2013-2014 District Budget in the amount of what Mr. Knox presented to the board. Second by Dr. Gooding. Board called for a vote and Ayes in favor, motion approved.

- B.** Consideration and take possible action to approve to amend and adopt the new Substitute Salary Pay Scale for the 2013-2014 School Year
 - i. Board Secretary made a motion to approve the pay increase for Substitute Teachers and Auxiliary Substitute positions; custodial, maintenance, food service and nurse assistant) pay. Second by Board Vice President. Board called for a vote and Ayes in favor, motion approved.

- C.** Consideration and take possible action to approve the 2013-2014 restructured Organizational Chart and its alignment to the Compensation Plan
 - i. Board Secretary made a motion to approve the restructured organizational chart and its alignment to the Compensation Plan. Second by Mr. Martinez. Board called for a vote and Ayes in favor, motion approved.



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- D.** Consideration and take possible action to approve Garza/Gonzales & Associates as auditors for the 2012-2013 Fiscal Year
 - i. Mr. Martinez made a motion to approve Garza/Gonzales & Associates as auditors for the 2012-2013 Fiscal Year. Second by Board Vice President. Board called for a vote and Ayes in favor, motion approved.

- E.** Consideration and take possible action to approve the Agreement between Walsh, Anderson, Gallegos, Green, and Trevino, P.C. Attorneys at Law Legal Services and the School of Excellence in Education
 - i. Board Secretary made a motion to approve the agreement between Walsh, Anderson, Gallegos, Green, and Trevino, P.C. Attorneys at Law Legal Services and the School of Excellence in Education up to \$46,000. Second by Board President. Board called for a vote and Ayes in favor, motion approved.

7. CONSIDERATION/APPROVAL OF CONSENT ITEMS

- A.** Consideration and take possible action to approve the minutes for June 11, 2013 Special District Board Meeting

- B.** Consideration and take possible action to approve the minutes for June 11, 2013 Regular District Board Meeting
 - i. Mr. Martinez made a motion approve the minutes for June 11, 2013 Special District Board Meeting.
 - 1. Board Secretary noted to correction that Board Secretary was late, and was in attendance.
 - ii. Mr. Martinez added and made a motion approve the minutes for June 11, 2013 Board Meeting with the correction. Second by Dr. Gooding. Board called for a vote and Ayes in favor, motion approved.

- C.** Consideration and take possible action to approve the minutes for June 22, 2013 Board Workshop
 - i. Board Secretary made a motion to approve the minutes for J June 22, 2013 Board Workshop. Second by Board Vice President. Board called for a vote and Ayes in favor, motion approved.

8. CLOSING PRAYER AND ADJOURNMENT

- A.** Board President adjourned at 8:15pm, and Board Secretary closed in prayer.

Respectfully Submitted,

Darcelle McDougald
Executive Administrative Assistant
Monday, August 12, 2013



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Recommendation of Administration: It is the recommendation of the administration for the Board of Trustees to approve the minutes for July 23, 2013 Regular District Board Meeting.

Dr. Kenneth Matthews, Superintendent

Patrick Britton, President

Dr. Yasan Gooding, Vice President

LaVergie Washington, Secretary

Joe H. Martinez, Board of Director

Lee Phillips, Board of Director